

**Texas Department of Health
Automated Planning Division
1100 W. 49th St.
Austin, Texas 78756
(512) 458-7111, ext 2694**

TRAINING SPECIALIST IV

The Bureau of Nutrition Services, of the Texas Department of Health in Austin, is recruiting for a Training Specialist IV. Performs advance training work for the Training and Technical Assistance Division with WIC local agency staff, WIC TDH staff, and hospital staff. Work involves analysis of training needs relating to a variety of WIC related breastfeeding topics. Plans, develops, designs, organizes, conducts and evaluates education and training programs. Promotes the use of training services, methods, and techniques. Develops and prepares training materials. Coordinates and/or conducts training sessions, and evaluates those sessions and the outcome of the training as it relates to program goals and objectives. Salary: \$3,111.00/month with excellent benefits. For application and job description contact:

**TEXAS DEPARTMENT OF HEALTH
BUREAU OF HUMAN RESOURCES
1100 WEST 49TH STREET
AUSTIN, TX 78756
(512) 458-7345**

Please use Posting Number 01-TDH-1226 when applying. State of Texas applications accepted through end of business on June 21, 2001.

**Visit our web page at <http://www.tdh.state.tx.us>
EO/ADA EMPLOYER**



TEXAS DEPARTMENT OF HEALTH

Position Description Form

Submit State of Texas Application to:

Bureau of Human Resources

1100 W. 49th Street

Fax #:(512) 458-7409

Visit our web site: <http://www.tdh.state.tx.us>

POSTING NUMBER:	01-TDH-1226	POSITION TITLE:	Training Specialist IV
POSTING DATE:	6-7-01	PAY GROUP/CLASS:	B11/1784
CLOSING DATE:	6-21-01	MONTHLY SALARY:	\$3,111.00
DIV/REG/HOSPITAL:	Bureau of Nutrition Services	WORK HOURS:	8:00 a.m. - 5:00 p.m.
HEADQUARTERS:	Austin	EMPLOYMENT:	Full-time: <u> X </u>
WORK LOCATION:	8712 Shoal Creek		Part-time: <u> </u> (<u> </u> %)
BUDGET/ITEM #:	3F330/158		Temporary: <u> </u>
FLSA STATUS:	4	TRAVEL:	<u> 25 </u> % Day <u> 20 </u> % Night

GENERAL DESCRIPTION OF THE POSITION:

Performs advanced training work for the Bureau of Nutrition Services with WIC local agency staff, WIC TDH staff, hospital staff, and other employees whose work uses skills needed to produce successful breastfeeding outcomes. Work involves analysis of training needs relating to a variety of WIC-related breastfeeding topics; formulating, planning, developing, designing, organizing, conducting, and evaluating educational and training programs and curricula addressing the breastfeeding topics; promoting the use of training services, methods, and techniques; developing and preparing training materials; coordinating and/or conducting training sessions, and evaluating those sessions and the outcomes of the training as it relates to program goals and objectives. May assign and/or supervise the work of others as part of team functions. Works under minimal supervision of a Program Specialist IV with wide latitude for the use of initiative and independent judgment.

(% TIME) -ESSENTIAL JOB FUNCTIONS (List in order of importance to job accomplishment)

(Essential functions are those functions that the employee must be able to perform unaided or with the assistance of a reasonable accommodation. Regular and predictable work schedule and attendance are considered essential functions.)

- 55% Plans, develops, promotes, conducts and evaluates training programs for approximately 2000 WIC local agency contracted employees statewide, 200 state WIC staff, hospital staff, and other employees whose work uses skills needed to produce successful breastfeeding outcomes. Training includes in-services, workshops, conferences and seminars as needed to orient and upgrade the knowledge and skills of individuals providing breastfeeding services. Designs, develops, and prepares curricula and course outlines, with special emphasis on the nursing perspective, adhering to standards of practice as outlined by the Lactation Consultant Standards of Competencies. Researches content and writes content consistent with research, standard practice and clinical experience, and selects and develops instructional methods. Prepares curricula graded according to learner knowledge and skill levels for the following classes: Intensive Course in Breastfeeding Phases I and II, Mini-course in Breastfeeding, Physician seminar and Breastfeeding Peer Counselor training. Formulates learning objectives and evaluates effectiveness of training methods and content. Recommends modification and revises as necessary. Incorporates use of distance learning technology whenever possible, including satellite transmission, video teleconferencing, computer-based and web-based or Internet training.
- 15% Reviews and adapts training programs developed for use by state, regional and local agency WIC staff. This includes reviewing portions of the programs and creating exercises and examples specific to WIC policies and experience. Analyzes, evaluates, and revises on an on-going basis breastfeeding training programs for accuracy and training effectiveness. Researches, develops and evaluates training materials for use in the programs, including textbooks, power point presentations, and print materials. Designs and develops class lesson plans which incorporate adult and accelerated learning techniques. Evaluates class learning and adjusts training to correct weaknesses identified in evaluations.

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(% TIME) -ESSENTIAL JOB FUNCTIONS (Continued):

- 10% Performs periodic training needs assessments of local agency personnel and other customers. Designs and distributes surveys to training customers to discover needs, analyzes the needs, recommends and creates a curricula which reflects those needs. Coordinates with Public Health Nutrition Division regarding policy and content changes and updates to insure accuracy of training program information. Coordinates with video production section regarding satellite training and production of video to be used in training to insure that most effective training methods for use with video are used.
- 5% Researches and writes articles for various program publications on current, relevant subjects in nutrition, training and other related areas.
- 5% Coordinates the logistics of training programs including scheduling of instructors and students, facilities, equipment and materials.
- 10% Coordinates breastfeeding training activities with other nurse-related programs within and outside TDH. Participates on the Texas Breastfeeding Initiative Planning Committee and works on special breastfeeding projects in conjunction with other members of the committee.

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LIST BUDGET/ITEM NUMBERS, CLASSIFICATION TITLES OF POSITIONS DIRECTLY SUPERVISED (IF ANY)

Not Applicable

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of breastfeeding management.

Knowledge of nursing and breastfeeding.

Knowledge of research methods.

Knowledge of education and training methods, especially with adult learners.

Knowledge of distance learning technologies, especially satellite transmission, video teleconferencing, and computer-based or web-based training.

Knowledge of the WIC Program at a local, state, or federal level.

Written and verbal skills to allow effective communication.

Organizational skills to generate accurate reports under short deadlines.

Ability to plan, develop, promote, set up, implement, conduct and evaluate training programs.

Ability to work productively with other individuals.

Ability to coordinate with other sections, departments, and outside contractors, including performing follow up to assure correction of problems.

Ability to multi-task and organize a work schedule effectively.

Ability to schedule and coordinate travel arrangements.

Ability to plan, develop, organize, adapt, and conduct training using distance learning techniques/technologies.

Ability to move up to 50 lbs.

REQUIREMENTS: (Only credentials required by Federal/State mandate such as education, certifications, or licenses.)

Not applicable

SCREENING: All applications may be screened for job related education and experience. Screening criteria include, but are not limited to:

IBCLC certified lactation consultant and/or certified lactation (breastfeeding) educator.

Training experience.

Breastfeeding promotion experience.

Experience as a practicing Registered Nurse in a maternity or pediatrics field and or IBCLC lactation consultant.

WIC Program experience at a local, state, or federal level.

SPECIAL INSTRUCTIONS AND/OR REMARKS

Applicants selected or interview will be required to prepare a 5 minute presentation on the anatomy of the breast in preparation for breastfeeding. Adult and accelerated learning techniques and activities should be incorporated.

NOTE: When completing your application, include details about your job experience as it relates to the essential functions, knowledge/skills/abilities, and screening information provided on this Position Description. Additional tips on completing the Application are available on-line at <http://www.tdh.state.tx.us/bhr> under "Application Information".

If requested, reasonable accommodations will be made for persons with disabilities for any part of the employment process in accordance with the Americans with Disabilities Act of 1990.

Prepared by: Janet Rourke

Date: 05/17/01